

# SANDY CITY APPROVED POSITION SPECIFICATIONS

- I. Position Title: Community Development Information Specialist Revision Date: 1/02  
EEO Code: Technician  
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Assistant Director or the Community Development Director, performs technical activities for the City which includes development process support, information dissemination, bond administration, statistical research, and business licensing.

### III. Essential Duties:

- C Responds to public questions regarding the development process. Connects inquiries with appropriate staff for further review.
- C Provides counter assistance for citizens, developers, and contractors, in explaining and coordinating the development review process.
- C Organizes and coordinates handouts and information disseminated to the public concerning zoning and development.
- C Tracks and monitors development bonds through the approval process and keeps, applicants, and other inter-departmental staff informed as to status and progress.
- C Helps staff with research.
- C Works with and supports the Business License Coordinator with business license inquiries and applications at the counter.

#### IV. Marginal Duties:

- C Coordinates and finalizes all development review project files within the master project file system.
- C Supports staff in completing field inspections of construction projects, insuring compliance with City ordinances and conditions of approval.
- C Acts as a staff liaison to a volunteer citizen committee as assigned.
- C Performs other duties as assigned.

## V. Qualifications:

**Education/Experience:** At least three years of experience working in a development field capacity. Experience in local government helpful. A Bachelors Degree in urban planning, geography, or related field helpful and may substitute for two years of related experience.

**Knowledge of:** Community development practices, local government operation and structures, map reading, interpretation, and principles of public relations; rudimentary math skills and use of engineering and architectural scales.

**Responsibility for:** Coordinating correct information to the public, affecting decisions concerning development of the City, affecting the activities and quality of life of City residents; responsibility for the care, condition, and use of materials, equipment, money, etc.

**Communication Skills:** Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing; ability to communicate effectively at the counter and over the phone with City employees, citizens, developers, and contractors; furnishing and obtaining information; ability to work effectively with upset

customers in maintaining and improving the City's public image.

**Tool, Machine, Equipment Operation:** Frequent use of personal computer, telephone, fax machine, calculator, and copy machines.

**Analytical Ability:** To apply the general principles of City ordinances effectively; organize and analyze development information for dissemination and direction to applicants; make initial interpretation of maps, site plans, and plot plans.

VI. Working Conditions:

A constant need for viewing plans, documents, ordinances, maps, etc.; verbal interaction and listening skills necessary to deal effectively with the public; regular pressure and fatigue are present in this position due to daily exposure to sometimes stressful situations; overtime; work subject to on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This update job description supercedes prior descriptions for the Same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_